

## STEMI HELP

### I. Login Screen :

1. The browser must be IE 6 or up.
2. First time login: Click on [Change Password]
3. Enter User ID and Password then click Login button to login to the application.
4. Use Tab key, Enter key or mouse to move to the next field.
5. Click Close button to close the screen.

### II. Change Password Screen :

1. Enter User ID, Old Password, New Password then click Submit button to change the password.
2. Password must be between 8 and 10 characters.
3. Click Cancel to close the screen without changing your password.

### III. Add New Patient Screen :

1. Click any button from the menu on the left side of the screen. The default is [Add New Patient].
2. Enter the Sequence number then click the [AddNew SeqNum] button to validate the number (See Definitions).
3. You can navigate the screen using the [Tab] key, the [Enter] key, or the Mouse.
4. Enter the date and the time for all fields that require both a date and the time.  
If the Date/Time is not available, select one of the options after the [or] from the drop down list.  
All times should be entered using the 24 hour clock (military time) i.e., 2:15 PM should be entered as 14:15.  
Type digits only, the "h" or ":" is formatted.
5. If you enter the Date/Time for the [PH ECG] field, you must also select an item from the [Obtained from] list.
6. Age can only be entered as a whole number and must be greater than 34.
7. If [Hosp. Discharged Date] is empty, you must enter the [Reason Not Discharged].
8. The application will **'Time Out'** and close if there is no activity for 15 minutes. Data left on the screen at the time of this occurrence will be lost.
9. Any informational message prompt that pops up will display for 15 minutes if there is no response. After 15 minutes, the application will close.

#### IV. Modify Patient Screen :

1. Enter the Sequence number then click the Modify button to search.
2. Same as AddNew Patient screen.
3. Click the [Print] button to print the screen. Records being updated must re-saved before printing is allowed.

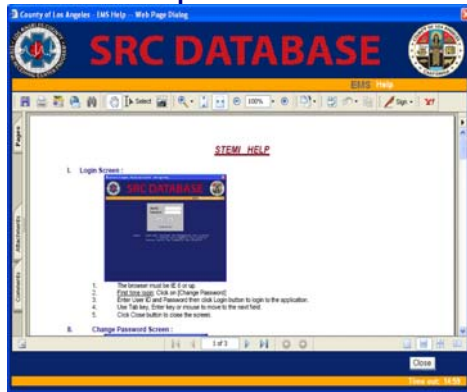
#### V. Quarter Total Screen :

1. Click the Add New Quarter Total to Add new Quarter Total or the Modify Quarter Total to edit the Quarter Total.
2. Enter the Year and select the quarter from the drop down list then click OK button to enter data.
3. The two total numbers must be whole numbers.
4. Click the [Submit/Save] button.

#### VI. SRC Report Screen :

1. Check the Show All records button, then click Search button to get all data report for the user's hospital only.
2. Enter the report start date and end date then click Search button to get the report for the user's hospital only.
3. Click the Export to Excel button to export the data to an Excel file.
4. The file will be saved to the users Network environment or their Local Computer.

## VII. Definitions and Help Screens:



1. Click [Close] button to close the screen.

## VIII. Web Comment Screen :



1. Enter the comment then click the [Submit] button.
2. Click Close button to close the screen.